



Town of Garrett Park

Incorporated 1898

TO: Mayor Kacky and Town Council
FROM: Debi Sandlin, Interim Town Manager
SUBJECT: November Manager's Report
DATE: December 8, 2020

Monthly Financial Report

October Revenues, Operations, and Capital Budgets are at expected levels; total revenues and expenses are within projections.

New Building Permits

There was one building permits requested during the month of November.

- Art and Gerilee Bennett: 10806 Keswick Street, Backyard Shed.

Town Administration Updates

- Administrative Support Staff began preliminary research into the feasibility of having an automated mass notification program as another way to notify residents on important matters.
- Updated the Covid-19 page on the Town website to reflect recently added County and State resources.
- Administrative and Archives staff worked collaboratively to develop an order form to make it easier to order the Garrett Park scrapbook. Knowles Printing's suggested the scrapbook be digitized to help with facilitating printing copies in the future. Prior to digitizing, there was no way to reproduce the scrapbook from its original printing. The Town can now order as many copies as requested. The link to the scrapbook can be found on the Town website at www.garrettparkmd.gov.
- Staff began editing the Farmers Market Policy.
- Staff approved Knowles Printing design for a "Mask Up" sign and identified prime locations in Town to post the signs. The goal is to remind and encourage residents to wear their masks when out in public.
- Claire McDonald, the Town Archivist has created a few "virtual volunteering" opportunities -- one to transcribe handwritten documents, and the other to do genealogy research on some of the town's early African/American residents. She currently has eight individuals, mostly students, engaged in transcribing. So far, they have transcribed over 100 pages of old meeting minutes and other handwritten documents. She also has one volunteer engaged in genealogy research.

Maintenance Updates

- Maintenance installed a UVC unit to improve air circulation in the Post Office and Archives area to help with inactivating bacteria and virus particles in the air. This is part of the Town's ongoing efforts to minimize and reduce the spread of the Covid-19 virus.

REVENUES	FY 2020			FY 2021		
	EOY ACTUAL	November	% Actual	BUDGET	November	% BUDGET
						TARGET % 41.7%
1.0 Prior Year Carryover*	\$349,436	\$349,436		\$100,000	\$400,308	
<u>Town Receipts</u>						
2.0 - Taxes & Fees	\$1,104,546	\$529,581	47.9%	\$913,227	\$544,960	59.7%
2.1 - Local Property Taxes	\$583,570	\$298,893	51.2%	\$554,665	\$310,444	56.0%
2.1.1 -- Real Property Taxes	\$567,051	\$297,986	52.6%	\$541,473	\$309,037	57.1%
2.1.2 -- Personal Property Taxes	\$15,085	\$871	5.8%	\$11,734	\$1,295	11.0%
2.1.3 -- Penalties & Interest	\$1,246	\$37	3.0%	\$917	\$98	10.7%
2.1.4 -- Homestead Tax Credit	\$188	\$0	0.0%	\$541	\$14	2.6%
2.2 - Local Income Taxes	\$504,906	\$223,637	44.3%	\$344,962	\$226,735	65.7%
2.3 - Other Local Taxes and Fees	\$0	\$0		\$0	\$0	
2.4 - Licenses and Permits	\$16,070	\$7,051	43.9%	\$13,600	\$7,781	57.2%
3.0 - Intergovernmental Receipts	\$121,287	\$55,761	46.0%	\$91,298	\$61,930	67.8%
3.1 -- From State of Maryland	\$34,653	\$7,326	21.1%	\$34,974	\$13,495	38.6%
3.2 -- From Montgomery County	\$86,634	\$48,435	55.9%	\$56,324	\$48,435	86.0%
4.0 - Municipal Refuse Collection	\$120,689	\$64,191	53.2%	\$120,780	\$65,527	54.3%
5.0 - Miscellaneous Receipts	\$160,962	\$77,887	48.4%	\$94,637	\$49,612	52.4%
5.1 - Investment Earnings	\$8,730	\$5,060	58.0%	\$3,488	\$571	16.4%
5.2 - Rents and Concessions	\$147,570	\$70,866	48.0%	\$91,149	\$42,192	46.3%
5.2.1 -- Town Hall Rents	\$16,515	\$10,440	63.2%	\$10,031	(\$125)	-1.2%
5.2.2 -- Penn Place Rents	\$126,104	\$55,475	44.0%	\$75,672	\$36,871	48.7%
5.2.3 -- Swimming Pool Assoc.	\$4,951	\$4,951	100.0%	\$5,446	\$5,446	100.0%
5.3 - Restricted Contributions	\$2,625	\$0	0.0%	\$0	\$0	0.0%
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,625	\$0	0.0%	\$0	\$0	0.0%
5.4 - Other Receipts	\$2,037	\$1,961	96.3%	\$0	\$6,848	0.0%
Total Town Receipts:	\$1,507,484	\$727,419	48.3%	\$1,219,942	\$722,029	59.2%
Carryover + Receipts:	\$1,856,920	\$1,076,855		\$1,319,942	\$1,122,337	85.0%
6.0 - From Reserves	\$2,888	\$0		\$36,574	\$0	
SUBTOTAL	\$1,859,818	\$1,076,855	57.9%	\$1,356,516	\$1,122,337	
Financial Assistance						
7.0 - SRTS Project	\$71,954	\$0		\$0	\$0	
7.1 - SRTS SHA Grant Mod1	\$0	\$0		\$0	\$0	
7.2 - SRTS SHA Grant Mod 2	\$71,954	\$0		\$0	\$0	
Total Revenues: **	\$1,931,772	\$1,076,855		\$1,356,516	\$1,122,337	

* \$86,134 is budgeted carryover; \$349,436 is EOY actual carryover, which will be taken into account during FY20 midyear budget adjustment.

** Includes Receipt Carryover, Reserves & Grants

OPERATIONS	FY 2020			FY 2021		
	EOY ACTUAL	November	% Actual	BUDGET	November	% BUDGET
						Target % 41.7%
10.0 - Personnel	\$549,390	\$234,052	42.6%	\$599,345	\$233,233	38.9%
10.1 -- Salaries	\$412,326	\$173,634	42.1%	\$424,112	\$179,406	42.3%
10.2 -- Overtime	\$195	\$195	100.2%	\$15,000	\$0	0.0%
10.3 -- Benefits	\$105,231	\$46,886	44.6%	\$125,288	\$40,103	32.0%
10.4 -- Payroll Taxes, Etc.	\$31,558	\$13,298	42.1%	\$32,445	\$13,724	42.3%
10.5 -- Training	\$80	\$39	0.0%	\$2,500	\$0	0.0%
11.0 - Town Administration	\$126,232	\$64,063	50.8%	\$199,563	\$127,517	63.9%
11.2 -- Gen. Admin. Expenses	\$35,382	\$13,805	39.0%	\$102,332	\$38,575	37.7%
11.2.1 -- General Expenses	\$20,901	\$7,695	36.8%	\$27,252	\$10,668	39.1%
11.2.2 -- Contract Office Assistant	\$14,329	\$6,110	0.0%	\$63,080	\$27,907	44.2%
11.2.3 -- Parking Enforcement Officer	\$152	\$0	0.0%	\$12,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$8,045	\$899	11.2%	\$9,500	\$63	0.7%
11.4 -- Professional Fees	\$48,246	\$25,114	52.1%	\$49,730	\$70,612	142.0%
11.5 -- Insurance	\$7,154	\$7,154	100.0%	\$7,626	\$8,168	107.1%
11.6 -- External Organization	\$5,329	\$3,556	66.7%	\$5,760	\$4,365	75.8%
11.7 -- IT Operations	\$22,076	\$13,535	61.3%	\$24,615	\$5,733	23.3%
12.0 - Town Committees	\$34,606	\$12,585	36.4%	\$49,155	\$11,102	22.6%
12.1 -- Arboretum	\$6,554	\$1,826	27.9%	\$15,000	\$0	0.0%
12.2 -- Archives	\$27,294	\$10,587	38.8%	\$32,855	\$11,102	33.8%
12.3 -- Historic Preservation Committee	\$500	\$0	0.0%	\$500	\$0	0.0%
12.4 -- Ad Hoc Groups & Sponsorships	\$258	\$172	66.8%	\$800	\$0	0.0%
13.0 - Infrastructure and Equipment	\$125,302	\$50,014	39.9%	\$161,110	\$81,911	50.8%
13.1 -- Penn Place	\$73,339	\$31,642	43.1%	\$82,365	\$51,242	62.2%
13.2 -- Town Hall	\$9,758	\$4,061	41.6%	\$19,746	\$3,055	15.5%
13.3 -- Maintenance Facility	\$848	\$541	63.7%	\$1,020	\$404	39.6%
13.4 -- Community Center	\$959	\$609	63.5%	\$2,520	\$250	9.9%
13.5 -- Trees, Parks & Grounds	\$33,354	\$7,757	23.3%	\$45,000	\$24,667	54.8%
13.6 -- Equipment M&R	\$6,853	\$5,213	76.1%	\$10,204	\$2,292	22.5%
13.7 -- Stormwater Drainage	\$191	\$191	0.0%	\$255	\$0	0.0%
14.0 - Town Services	\$177,875	\$90,599	50.9%	\$189,180	\$75,811	40.1%
14.1 -- Road Maintenance & Cleaning	\$57,264	\$39,404	68.8%	\$68,400	\$26,622	38.9%
14.2 -- Trash Collection	\$120,611	\$51,196	42.4%	\$120,780	\$49,189	40.7%
15.0 -- Debt Service, Taxes, Interest	\$63,327	\$5,195	8.2%	\$100,629	\$2,952	2.9%
16.0 - Expenditure of Restricted Funds	\$2,898	\$0	0.0%	\$0	\$0	0.0%
16.1 -- Archives	\$323	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,575	\$0	0.0%	\$0	\$0	0.0%
17.0 -- Contingency	\$0	\$0	0.0%	\$57,534	\$0	0.0%
Total Operating Expenses:	\$1,079,630	\$456,509	42.3%	\$1,356,516	\$532,525	39.3%
<i>Net Difference from Revenue</i>				\$0	\$589,812	

Transfers	\$451,834	\$221,427		\$0	\$0	
20.0 -- Total to Capital Fund Accts	\$368,620	\$216,666		\$0	\$0	
20.1 -- Cap Acct Town Funds	\$296,666	\$216,666	73%	\$0	\$0	
20.1.1 -- Town Accts	\$296,666	\$216,666		\$0	\$0	
20.1.2 -- SRTS Town Share	\$0	\$0		\$0	\$0	
20.2 -- Cap Acct Fin Assist	\$71,954	\$0		\$0	\$0	
20.2.1 -- SRTS SHA Grant Mod 1	\$0	\$0		\$0	\$0	
20.2.2 -- SRTS SHA Grant Mod 2	\$71,954	\$0		\$0	\$0	
21.0 - To Operating Reserve	\$83,214	\$4,761	6%	\$0	\$0	
21.1 -- To Other Reserves	\$83,214	\$4,761	6%	\$0	\$0	
Total Operating Expenses:	\$1,531,464	\$677,936	44%	\$1,356,516	\$532,525	
Net Difference (Rev-Ops)	\$400,308	\$398,919		\$0	\$589,812	

CAPITAL BUDGET ACCOUNTS	Prior Years Appropriations Remaining	FY20 Capital Program	Total FY20 Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds
CAPITAL ACCOUNT - Town Funds			Nov-20	Nov-20	Nov-20
25.0 - Equipment	\$82,750	\$0	\$82,750	\$12,789	\$69,961
26.0 - Streets and Roads	\$448,432	-\$10,000	\$438,432	\$17,504	\$420,928
26.1 - Streets & Curbs	\$291,092	-\$60,000	\$231,092	\$13,544	\$217,548
26.2 - Sidewalks	\$109,340	\$50,000	\$159,340	\$3,960	\$155,380
26.3 - SRTS Project	\$48,000	\$0	\$48,000	\$0	\$48,000
26.3.1 SRTS Inspector	\$40,000	\$0	\$40,000	\$0	\$40,000
26.3.2 - SRTS Contingency	\$8,000	\$0	\$8,000	\$0	\$8,000
27.0 - Facilities	\$180,250	\$0	\$180,250	\$10,168	\$170,082
27.1 - Penn Place	\$51,550	\$0	\$51,550	\$9,393	\$42,157
27.2 - Town Hall	\$112,860	\$0	\$112,860	\$775	\$112,085
27.3 - Maintenance Facility	\$15,840	\$0	\$15,840	\$0	\$15,840
28.0 - Services	\$278,000	\$10,000	\$288,000	\$0	\$288,000
28.1 - Utilities	\$78,000	\$0	\$78,000	\$0	\$78,000
28.2 - Storm Drains	\$200,000	\$10,000	\$210,000	\$0	\$210,000
29.0 - Committees	\$96,642	\$0	\$96,642	\$14,865	\$81,777
29.1 - Parks and Open Spaces	\$30,300	\$0	\$30,300	\$4,475	\$25,825
29.2 - Arboretum	\$66,342	\$0	\$66,342	\$10,390	\$55,952
30.0 - Technology	\$20,351	\$9,426	\$29,777	\$3,608	\$26,169
30.1 - Website	\$2,967	\$2,033	\$5,000	\$0	\$5,000
30.2 - IT Equipment	\$16,384	\$7,393	\$23,777	\$3,608	\$20,169
30.3 Telephone Equipment	\$1,000	\$0	\$1,000	\$0	\$1,000
31.0 - Other	\$0	\$0	\$0	\$0	\$0
32.0 - Capital Planning	\$94,344	\$10,000	\$93,969	\$3,967	\$90,002
32.1 - Town Hall	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$38,969	\$0	\$38,969	\$3,637	\$35,332
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$330	\$9,670
32.4 - Arboretum Plan and Tree Inventory	\$5,375	\$5,000	\$5,000	\$0	\$5,000
32.5 - Explore Maint. Facility Options	\$0	\$0	\$0	\$0	\$0
32.6 - Other	\$0	\$5,000	\$0	\$0	\$0
33.0 - Contingency	\$76,478	-\$19,426	\$57,052	\$0	\$57,052
TOTAL CAPITAL ACCOUNT - Town Funds	\$1,277,247	\$0	\$1,266,872	\$62,902	\$1,203,970
CAPITAL ACCOUNT - Financial Assistance					
34.0 SRTS Grant Project	\$558,090	\$0	\$558,090	\$424,656	\$133,434
34.1 Initial SRTS Grant (prior year)	\$3,354	\$0	\$3,354	\$3,354	\$0
34.2 SRTS SHA Grant Mod 1	\$350,000	\$0	\$350,000	\$350,000	\$0
34.3 SRTS SHA Grant Mod 2	\$204,736	\$0	\$204,736	\$71,302	\$133,434
TOTAL CAPITAL BUDGET - Combined Accounts	\$1,835,337	\$0	\$1,824,962	\$487,558	\$1,337,404